



Camtasia Add-in in PowerPoint(PC)

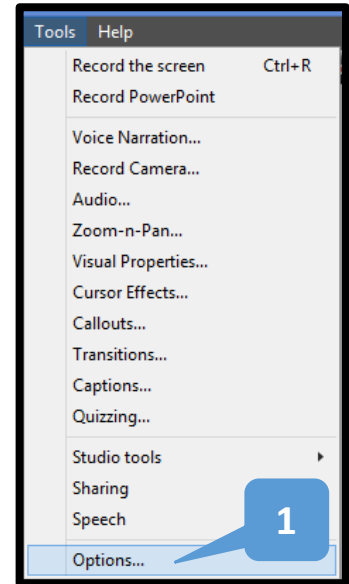
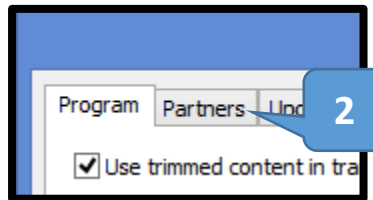
This tutorial will show you how to:

- Enable the Camtasia Add-in PowerPoint
- Record Narration in PowerPoint
- Publish your Recording using Camtasia

***Please note that the Camtasia Add-in is only available on the PC version of Camtasia 7 and above. If you are a Mac user, please refer to the Camtasia Tutorial*

Enable Camtasia Add-in

Step 1: Check to make sure the Camtasia Add-in in PowerPoint is Enabled. Launch Camtasia, go to **Tools** → **Options**

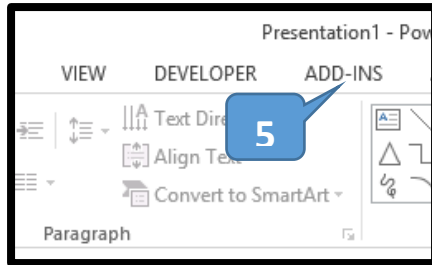


Step 2: Select the “Partners” tab. In previous version of Camtasia, the “Partners” tab may be labeled as “PowerPoint”

Step 3a: Check “Enable PowerPoint Add-in

Step 3b: Select “OK”

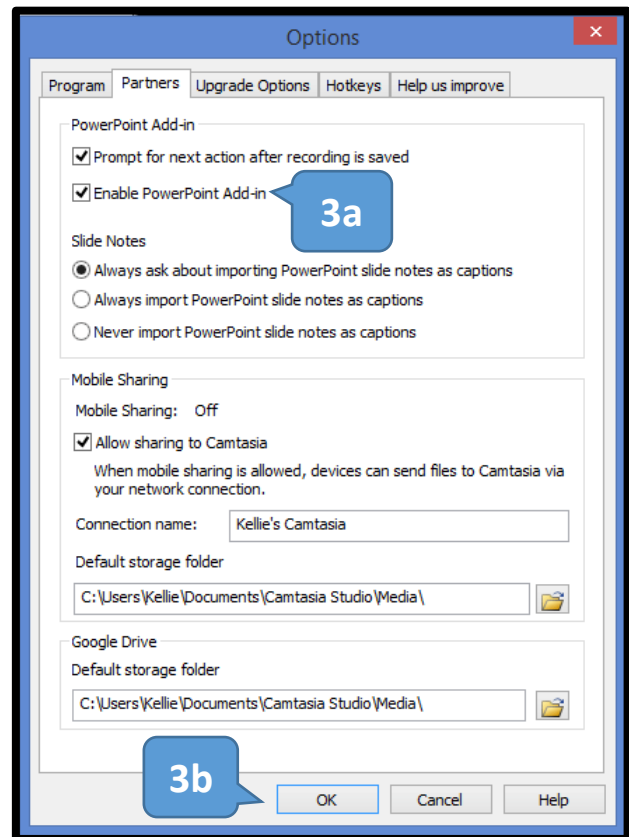
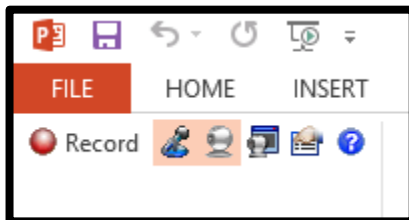
Step 4: Launch MS PowerPoint



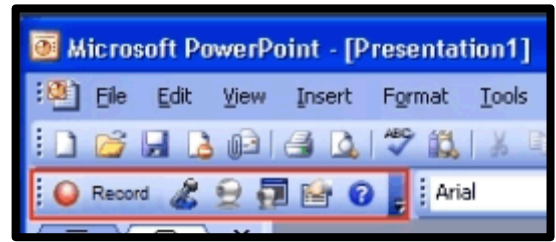
Step 5: Click on the ADD-INS tab in the toolbar ribbon.

****Note¹:** If you do not see the ADD-INS tab, you will need to enable it. Please view ****Note¹** at the end of this section for more information.

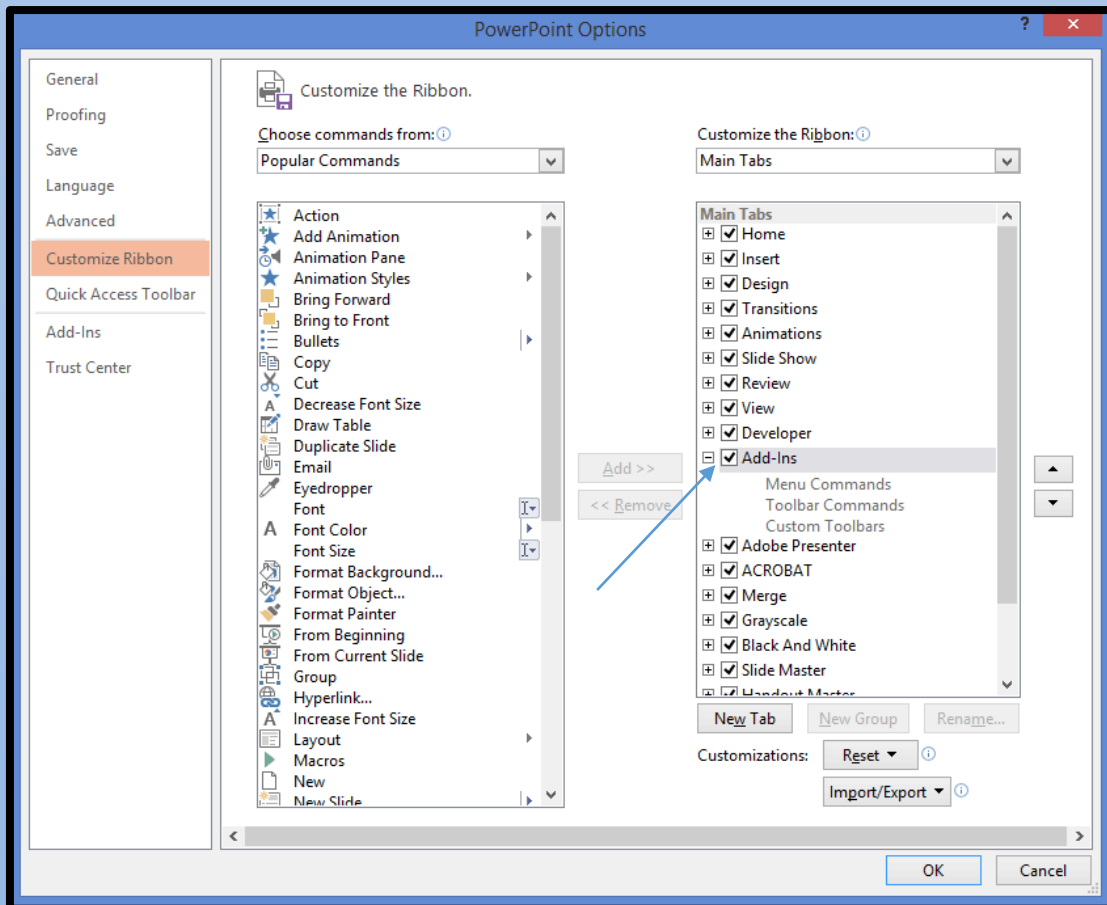
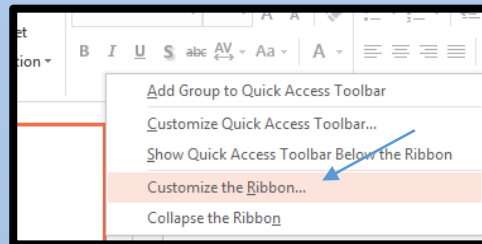
Step 6: These are the Camtasia controls. With these controls, you can record audio and video from your web camera directly in PowerPoint.



****Note²**: If you are using an older version of PowerPoint, your Camtasia Add-In will be in a different location, and will look like the PowerPoint Screenshot to the **RIGHT**

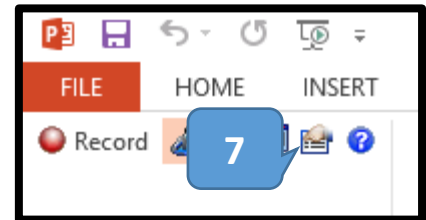


****Note¹**: If you cannot find the ADD-IN tab, then you need to enable it. Right click on the toolbar ribbon, and select "Customize Ribbon". In the option window, on the right hand side under "Main Tabs", ensure that the "Add-Ins" is checked.



Setting up your Microphone

Step 7: Before beginning to record, setup your microphone to check that your headset is selected, and that your audio will be recorded at the appropriate volume.



Step 8a: Select the appropriate microphone

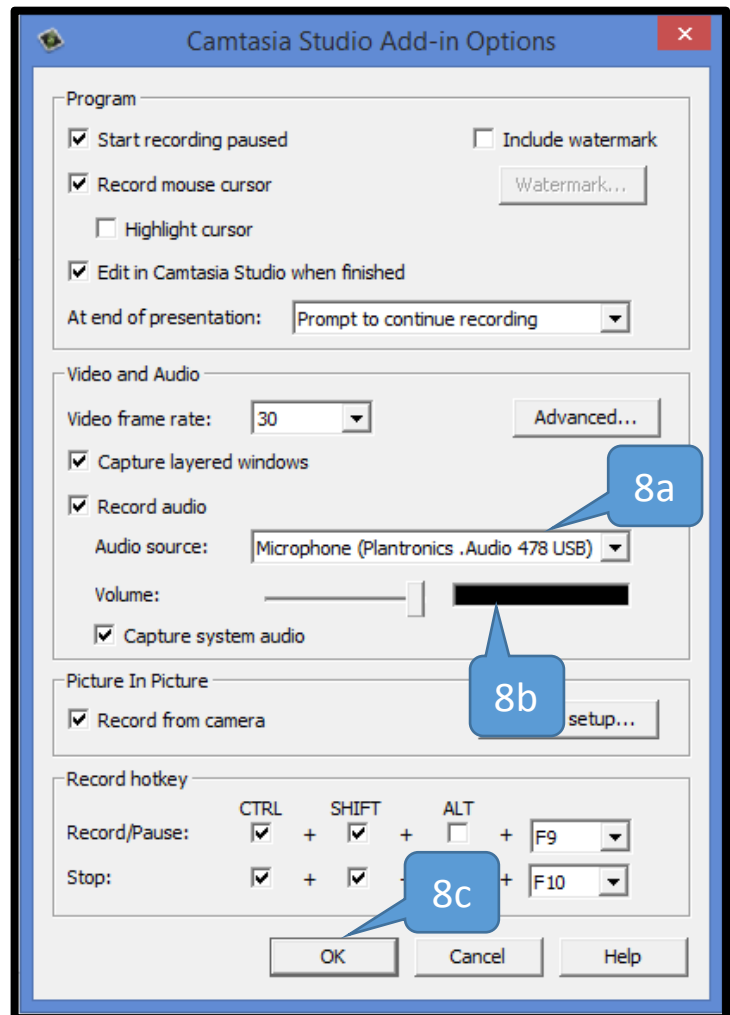
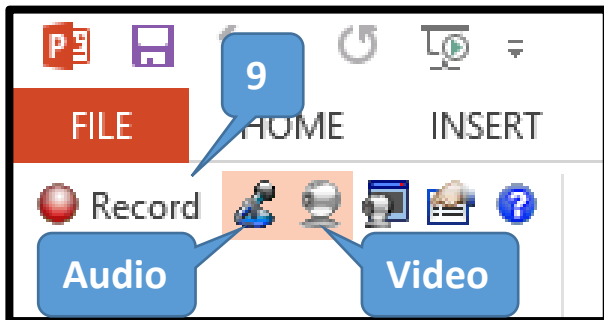
Step 8b: Select the appropriate volume level, using the sliding bar so that your levels stay in the green.



Step 8c: Select OK when you're done.

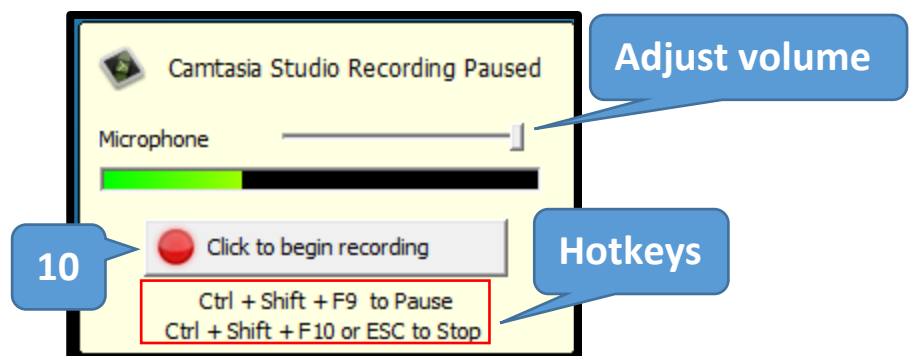
Recording using the Camtasia Add-in

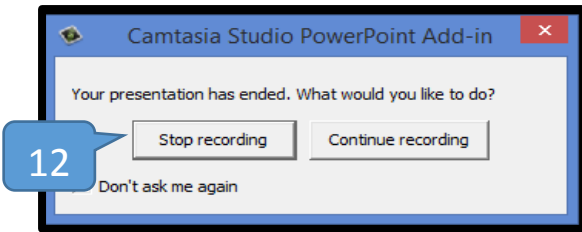
Step 9: Select what you would like to record. Toggle the audio and video on or off. Recording video from your web camera is helpful if you would like to do a picture within picture of the presenter speaking and your PowerPoint slides. Click on the "Record" button to begin recording.



Step 10: Your recording will begin paused, which is a good time to recheck your audio volume levels, and also take note of the hotkeys that you can use to Pause or Stop the recording. Click, "Click to begin recording" to start.

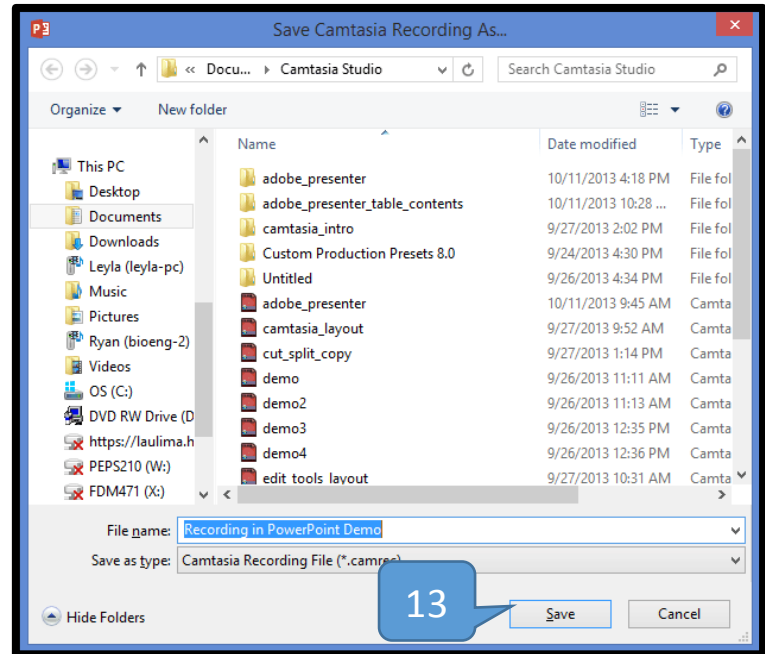
Step 11: From here, you can continue to go through your presentation as if you were giving the talk live. All PowerPoint transitions, embedded videos or sounds, and cursor movements will be captured.





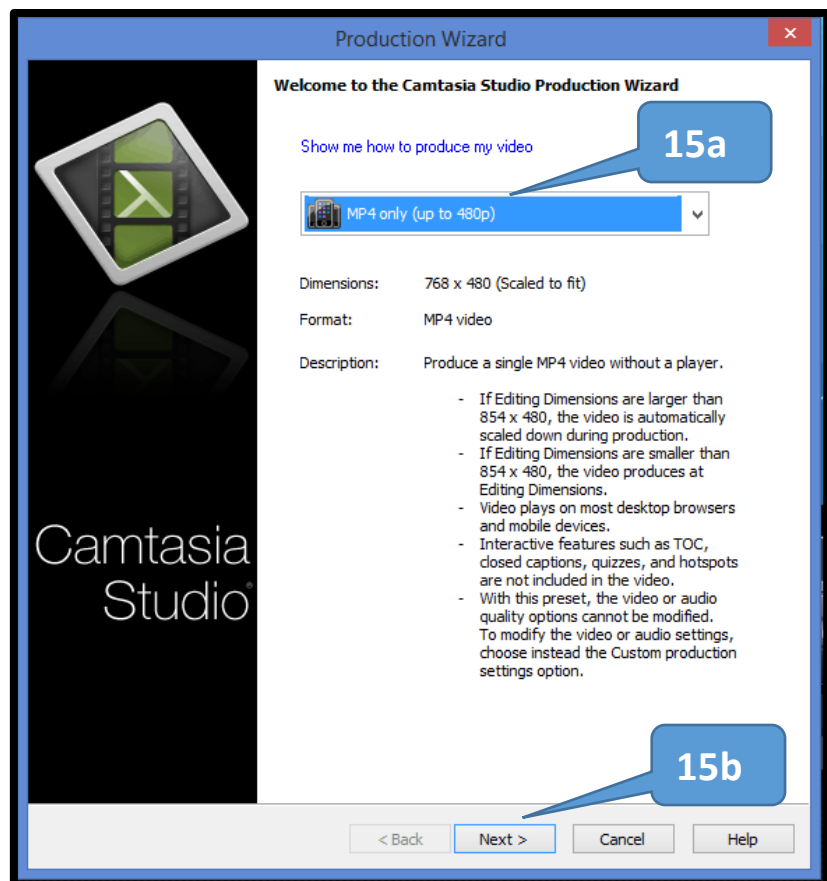
Step 12: At the end of your presentation, you will be prompted as to whether you would like to continue recording or stop recording. If you choose “Stop recording”, you will then be prompted to save your recording.

Step 13: Browse to where you would like to save the recording. Creating a new folder may help you organize your files.



Step 14a: Once saved, Camtasia will ask if you would like to produce or edit your recording. For information on how to edit your recording, please see the *Camtasia Tutorial*. Select “Produce your recording”.

Step 14b: Then click “OK”.



Producing your Recording

Step 15a: Camtasia will launch, and start the “Production Wizard”. Select “MP4 only (Up to 480p)”. Selecting over 480p will significantly increase the video size dimension and file size.

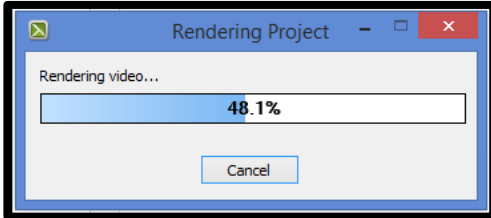
Step 15b: Select “Next”.

Step 16: You may see this warning, if so, click “OK”.

Step 17a: Name your video and choose where you would like to save the file.

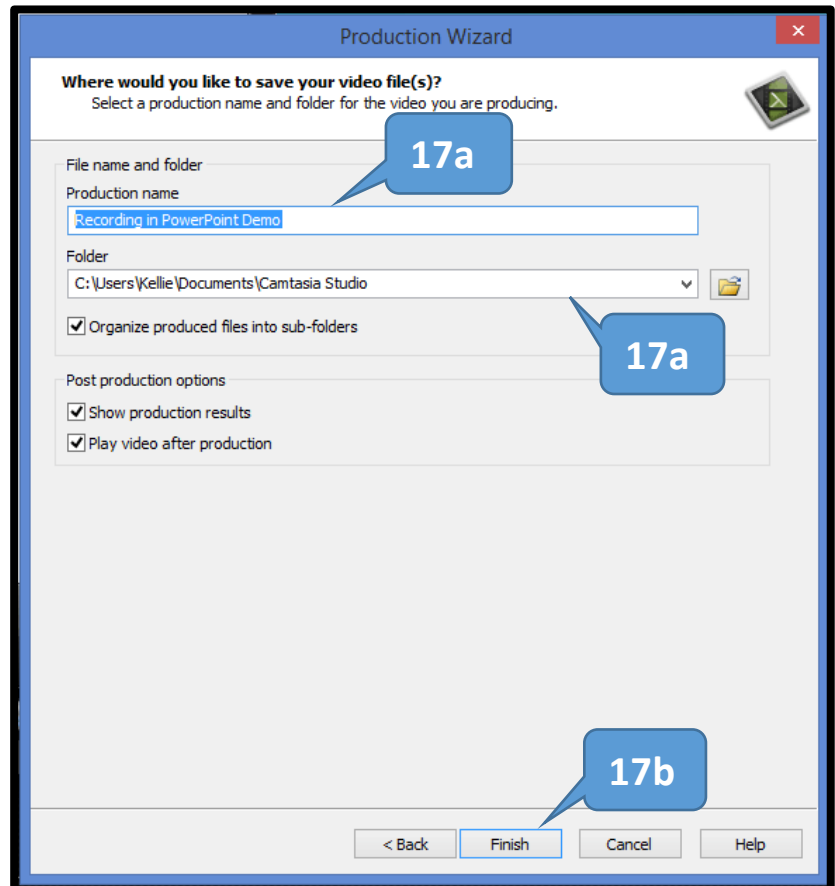
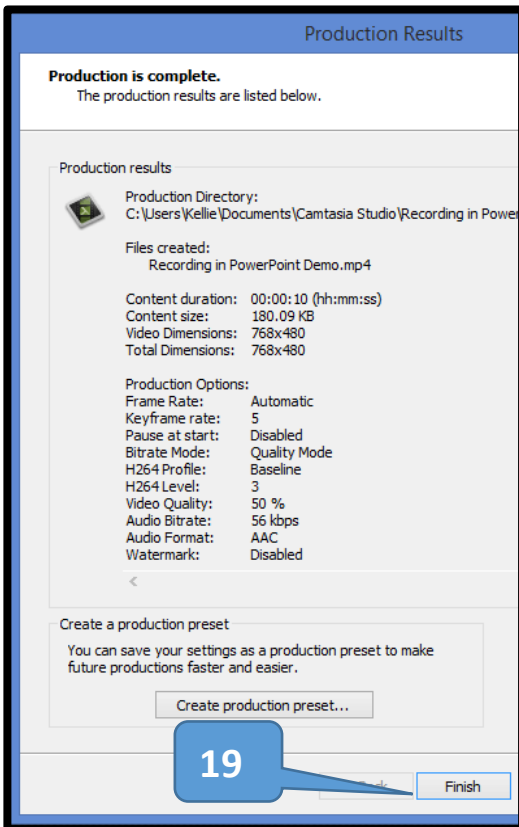
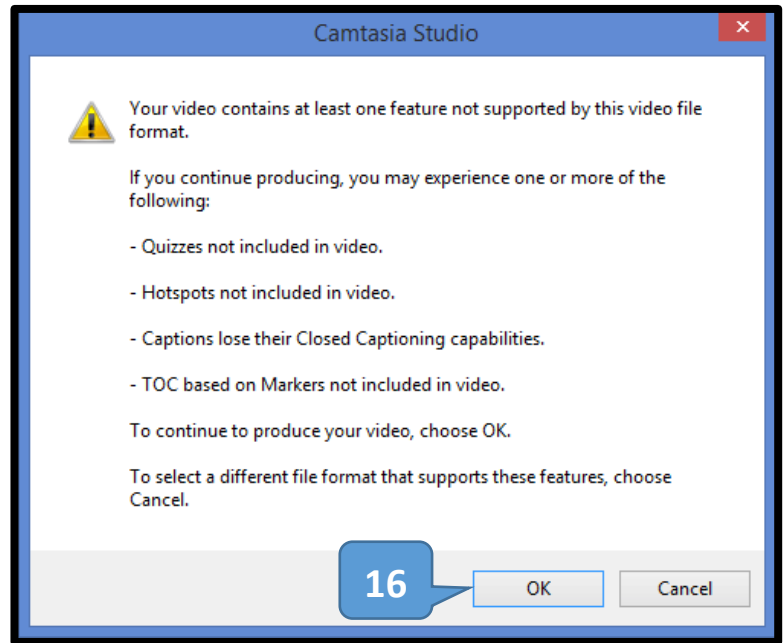
Step 17b: Select “Finish”.

Step 18: Depending on the file size, rendering or producing your video may take a few minutes or beyond.



Step 19:
You

recording has been published. Click “Finished” to close the “Production Wizard”.



If you have any questions, please email our office at kongk@ctahr.hawaii.edu.

Last Updated 03/2014